



**STATE ASSESSORS BOARD
REGULAR MEETING AGENDA**

September 24, 2007

**Richard H. Austin Building, Bond Finance Board Room
430 West Allegan Street, Lansing, Michigan**

10:00 a.m. **Call to order**

Roll call

A. Approval of the regular meeting minutes of August 13, 2007

B. Public comment

C. Educational programs

1. Communication from the Executive Secretary recommending (1) adoption of educational materials as the State Assessors Board's 2007-2008 certification renewal program, (2) authorization for the Executive Secretary to make any needed corrections to the materials over the course of the renewal period, and (3) approval of program announcement language
2. Communication from the Executive Secretary regarding State Assessors Board Course 1—information only
3. Educational renewal credit request for an International Right of Way Association course titled "Course 409 Integrating Appraisal Standards" held May 11, 2007
 - a. Communication from the Executive Secretary recommending approval of the request
4. Educational renewal credit request for an Oakland University course titled "REA517 Technology Tools for the Contemporary Expert"
 - a. Communication from the Executive Secretary recommending approval of the request
5. Communication from the Executive Secretary regarding six-hour renewal evaluations—information only
6. Level three experience qualification requests
 - a. Communication from the Executive Secretary recommending approval of the requests

7. Communication from the Executive Secretary recommending that 2007-2008 certification renewal credit be granted for the members of the Assessment Administration Compliance Committee

D. Certification level matters

1. Request from Deborah J. Hyzer for State Assessors Board approval to act as Interim Director of the Huron County Equalization Department
 - a. Communication from the Executive Secretary recommending that the State Assessors Board take no action with respect to the request
2. Communication from the Muskegon County Equalization Department regarding the appointment of an Interim Director
 - a. Communication from the Executive Secretary recommending that the assessing officer currently serving as the interim equalization director of Muskegon County be provided formal notification regarding his under-certified status

E. Certification applicants

1. Communication from the Executive Secretary recommending formal approval of new certifications for assessing officers

F. Closed meeting, permissible under Michigan Compiled Law 15.268(a) and 15.268(h)

1. Closed meeting minutes from August 13, 2007
2. Interview of an individual requesting to serve as a narrative appraisal grader
3. Oral examination for level 4 certification
4. State Assessors Board 2007-2008 certification renewal program quiz questions
5. Request to challenge the first grading of narrative appraisal 201
6. Subject property approval requests
7. Communication from a level 4 candidate concerning the candidate's progress toward completing a second submission of a narrative appraisal
8. Revocation petitions 06-0030, 06-0031, 06-0034, and 06-0035

9. Revocation petition 07-0001
10. Revocation petition 07-0008
11. Revocation petition 07-0021
12. Revocation petition 07-0022
13. Revocation petition 07-0023

G. Resumption of open meeting and actions on closed meeting items

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12. Revocation petition 07-0022
13. Revocation petition 07-0023

H. Communications

1. Communication from Joan E. Peoples thanking the Board for the Board's retirement gift

2. Communication from the Upper Peninsula Assessors Association requesting the establishment of an annual State Assessors Board testing site in the Upper Peninsula

3. Communication from Ms. Deborah L. Harrison regarding the instruction of a level 2 class sponsored by the St. Clair County Assessors Association

I. Other business

1. Proposed 2008 State Assessors Board meeting schedule

J. Announcements

Adjournment